

## ROUTING AND TRANSMITTAL SLIP

Date 11 SEP 1981

DD/A REGISTRY

FILE: meetingsTO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1. EO/DDA

CH

16/9

2.

3. A/DDA

4.

5. Acting Director of  
Information Services

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

BA - I'd like to have a ce pls.  
16 SEP 1981 *[Signature]*

DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA  
FPMR (41 CFR) 101-11.206

☆ GPO : 1980 O - 311-156 (17)

ON FILE GSA RELEASE  
INSTRUCTIONS APPLY

MORI/CDF

# EXECUTIVE SECRETARIAT

## Routing Slip

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	D/ICS				
4	DD/NFA				
5	DD/A				
6	DD/O				
7	DD/S&T				
8	GC				
9	LC				
10	IG				
11	Compt				
12	D/PA				
13	D/EEO				
14	D/Pers				
15	D/ExSt				
16	AO/DCI				
17					
18					
19					
20					
21					
22					

SUSPENSE \_\_\_\_\_  
Date \_\_\_\_\_

Remarks:

*MSC*  
Executive Secretary

*9/10/81*  
Date

DD/A Registry  
81-1898

SEP 8 1981

Honorable William J. Casey  
Director  
Central Intelligence Agency  
Washington, DC 20505

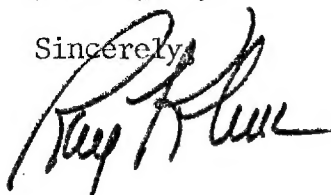
Dear Mr. Casey:

Every year our National Archives and Records Service sponsors a Records and Information Management Conference for Federal managers and records and information management specialists to broaden their knowledge and to share their experiences. This year the conference provided an opportunity to bring together 168 people to develop recommendations for the implementation of the Paperwork Reduction Act of 1980.

Attendees spent half of the three-day conference in working groups discussing and compiling recommendations on specific aspects of the Act as it affects their agencies. Their recommendations were presented to the entire conference on the final day and have been compiled in the attached report for your information.

I hope you will find the conference recommendations useful to you and your staff in implementing the Paperwork Reduction Act of 1980 in your agency.

Sincerely,



Ray Kling  
Deputy Administrator

Enclosure